

Trustees & Clerk
(513) 722-3400

Zoning
(513) 722-3400

Service Department
(513) 722-4600



www.goshen-oh.gov

Police
(513) 722-3200

Fire & E.M.S.
(513) 722-3473
or
(513) 722-3500

Special Meeting Policy

In accordance with the Ohio Auditor of State's Open Government Resource Manual, the Goshen Township Board of Trustees has adopted the following policy as it relates to the calling of Special meetings.

1. All special meetings must be posted and available to the public no less than 24 hours before the decided upon meeting time.
2. All advertisements of special meetings must include:
 - a. Time & Date of the meeting
 - b. Location of the meeting
 - c. Purpose of the meeting
3. Notice of special meetings will be posted:
 - a. On the doors of Township Hall, located at 6757 Goshen Road, Goshen, Ohio 45122
 - b. On the State Route 28 sign located in front of the Fire Department
4. Any media outlet and/or private resident of Goshen Township may request that they be notified of any special meetings by submitting a request in writing to the Township Communication Director. Preference of notification method should be included.
5. Any media outlet and/or private resident of Goshen Township wishing to be notified of a special meeting will be notified immediately by either e-mail or a telephone call.
6. The Township Communication Director will keep a time date stamped checklist of the notification process for all special meetings.

Checklist

	Attachment?	Time	Signature
Sign posted on Front Door <i>Stating: Date, time, place & purpose</i>			
SR 28 Sign Updated			
Media Notified <i>Community Journal</i> <i>Barrett Brunsman, Enquirer</i>			
Private Citizens Notified <i>No Requests on File</i>			

Additional

Notes: _____

6757 Goshen Road
Goshen, Ohio 45122